Inside SAIS

This Issue

Coming in January:

More information on requirements and changes in SAIS for FY 2005

Students who Must be Reported through DELREP for FY 2004

All students tuitioned out to private schools are to be reported via DELREP. The following types of students are to be reported through DELREP:

- SPED students attending an approved private day school
- SPED students placed in an approved residential treatment center
- SPED students placed in an approved out-of-state facility
- Preschool SPED students attending a Head Start program

All approved private facilities are listed on the ADE/ESS website (http://www.ade.az.gov/ess/EssResources.asp) under resources (4th bullet item). This document may continue to be updated as approval requests come through ESS.

NEW: SMS Survey

Please complete the survey of SMS vendors. It can be accessed through Common Logon.

Reporting PS Students to ADE

Two issues have arisen with regard to reporting preschool student data: how to report preschool students that attend Head Start programs and preschool age requirements.

1.   There has been some recent miscommunication concerning the sub-

mission of **preschoolers attending a Head Start** program.   Some LEAs have been advised that preschoolers attending a Head Start program required a SAIS ID and these students were to be reported through SAIS Student Detail. This is incorrect; the procedure for reporting preschoolers attending a Head Start program has not changed for this reporting year. All preschool students attending a Head Start program are considered tuitioned out students. These students should be reported to ADE via DELREP.   To obtain DELREP and related assistance, please refer to:

http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/

The DELREP data base has not been updated since 2001. Therefore if you do not see the school in the drop down list, you need to add the school under the owner by adding the school portion of the CTDS (the last three digits). Then you will be able to submit.

2.   The **age validation** table in the last Inside SAIS, contained an **error**:

ARS § 15-771 G states that eligible students who are within 90 days of their third birthday may be admitted to a preschool program, if it is in the

Seeing old versions of your reports?

If the users lack local admin rights, they can delete cookies and/or files. If they have admin rights they can click on *Tools*, *Internet Options*, *Advanced*, and under *Security* check "*Empty Temporary Internet Files folder when browser is closed.*"

best interest of the child. Previously, SAIS Student Detail validated 33 months of age (rather than 90 days prior to their 3rd birthday). No changes will be made to this validation for FY 2003. However, for FY 2004, changes will be implemented in SAIS Student Detail to validate for 90 days prior to third birthday. This change has a **maximum** effect of a 2-day swing because some months have 31 days.

The table should now read:

Age Validations in SAIS

ADM – AGE VALIDATIONS FOR FUNDING PURPOSES

Grade/Age	Age Validation	Stipulations
PS – enter*	Must be within 90 days of their third birthday (ARS § 15-771 G)	Must have an active Sped Program Service with one or more of HI, VI, PSD, PSL, and PMD at some point during the school year. Student can be enrolled prior to 90 days before their 3rd birthday, but will not generate ADM funding until they are within 90 days of their third birthday.
PS – exit*	Must be less than 5 years old by Sept. 1st	Cannot be in PS if turns 5 years old by Sept. 1st
KG	Must be 5 years old by	
UE	Must be 5 years old by Jan. 1st ADM funding stops the day student turns 22 years old	If student is KG age, they must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI)
1st through 12th Grade and US	Must be 6 years old by Jan. 1st ADM funding stops the day student turns 22 years old	

SPED – AGE VALIDATIONS FOR FUNDING PURPOSES

Grade/Age	Age Validation	Stipulations
PS – enter*	Must be within 90 days of their third birthday (ARS § 15-771 G)	Must have an active Sped Program Service with one or more of HI, VI, PSD, PSL, and PMD. (Note: only HI, VI and PSD are eligible for SPED State Funding)
PS – exit*	Must be less than 5 years old by Sept. 1st	Cannot be in PS if turns 5 years old by Sept. 1st
KG	Must be 5 years old by Jan. 1st	
UE	Must be 5 years old by Jan. 1st SPED funding stops the day student turns 22 years old	
1st Grade through 12th Grade and US	Must be 6 years old by Jan. 1st SPED funding stops the day student turns 22 years old	

- * Charter Schools cannot claim ADM or SPED for PS students

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Characters NOT Allowed in SAIS

There are a number of characters that will be rejected if submitted to SAIS, and other characters that SAIS will convert if submitted to SAIS.

The following fields are checked for these characters:

FirstName, MiddleName, LastName, NameExtension, NickName, LastNameBirth, ResponsiblePartyFirstName, ResponsiblePartyLastName, and TribalName.

On the following pages are the characters we reject, and the ones we convert.

Please take advantage of these helpful links:
You can find MIS on the Web at http://www.ade.az.gov/misinternet
Check the MIS Bulletin Board at http://www.ade.az.gov/misbulletinboard
SAIS-Related Issues are listed at http://www.ade.az.gov/misbulletinboard/knownissues.asp
SAIS Codes Values at http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc

Characters NOT Allowed in SAIS

34 = "	--> Illegal character detected (ASCII 34)
59 = ;	--> Illegal character detected (ASCII 59)
63 = ?	--> Illegal character detected (ASCII 63)
127 =	--> Illegal character detected (ASCII 127)
128 = €	--> Illegal character detected (ASCII 128)
129 =	--> Illegal character detected (ASCII 129)
130 = ,	--> Illegal character detected (ASCII 130)
131 = ƒ	--> Illegal character detected (ASCII 131)
132 = „	--> Illegal character detected (ASCII 132)
133 = …	--> Illegal character detected (ASCII 133)
134 = †	--> Illegal character detected (ASCII 134)
135 = ‡	--> Illegal character detected (ASCII 135)
136 = ˆ	--> Illegal character detected (ASCII 136)
137 = ‰	--> Illegal character detected (ASCII 137)
138 = Š	--> Illegal character detected (ASCII 138)
139 = ‹	--> Illegal character detected (ASCII 139)
140 = Œ	--> Illegal character detected (ASCII 140)
141 =	--> Illegal character detected (ASCII 141)
142 = Ž	--> Illegal character detected (ASCII 142)
143 =	--> Illegal character detected (ASCII 143)
144 =	--> Illegal character detected (ASCII 144)
145 = '	--> Illegal character detected (ASCII 145)
146 = '	--> Illegal character detected (ASCII 146)
147 = "	--> Illegal character detected (ASCII 147)
148 = "	--> Illegal character detected (ASCII 148)
149 = •	--> Illegal character detected (ASCII 149)
150 = –	--> - (modified)
151 = —	--> Illegal character detected (ASCII 151)
152 = ˜	--> Illegal character detected (ASCII 152)
153 = ™	--> Illegal character detected (ASCII 153)
154 = š	--> Illegal character detected (ASCII 154)
155 = ›	--> Illegal character detected (ASCII 155)
156 = œ	--> Illegal character detected (ASCII 156)
157 =	--> Illegal character detected (ASCII 157)
158 = ž	--> Illegal character detected (ASCII 158)
159 = Ÿ	--> Illegal character detected (ASCII 159)
160 =	--> Illegal character detected (ASCII 160)
161 = ¡	--> Illegal character detected (ASCII 161)
162 = ¢	--> Illegal character detected (ASCII 162)
163 = £	--> Illegal character detected (ASCII 163)
164 = ¤	--> Illegal character detected (ASCII 164)
165 = ¥	--> Illegal character detected (ASCII 165)
166 = ¦	--> Illegal character detected (ASCII 166)
167 = §	--> Illegal character detected (ASCII 167)
168 = ¨	--> Illegal character detected (ASCII 168)
169 = ©	--> Illegal character detected (ASCII 169)
170 = ª	--> Illegal character detected (ASCII 170)
171 = «	--> Illegal character detected (ASCII 171)
172 = ¬	--> Illegal character detected (ASCII 172)
173 = -	--> Illegal character detected (ASCII 173)
174 = ®	--> Illegal character detected (ASCII 174)
175 = ¯	--> Illegal character detected (ASCII 175)
176 = °	--> Illegal character detected (ASCII 176)
177 = ±	--> Illegal character detected (ASCII 177)
178 = ²	--> Illegal character detected (ASCII 178)
179 = ³	--> Illegal character detected (ASCII 179)
180 = ´	--> Illegal character detected (ASCII 180)
181 = µ	--> Illegal character detected (ASCII 181)

182 = ¶	--> Illegal character detected (ASCII 182)
183 = ·	--> Illegal character detected (ASCII 183)
184 = ¸	--> Illegal character detected (ASCII 184)
185 = ¹	--> Illegal character detected (ASCII 185)
186 = º	--> Illegal character detected (ASCII 186)
187 = »	--> Illegal character detected (ASCII 187)
188 = ¼	--> Illegal character detected (ASCII 188)
189 = ½	--> Illegal character detected (ASCII 189)
190 = ¾	--> Illegal character detected (ASCII 190)
191 = ¿	--> Illegal character detected (ASCII 191)
192 = À	--> A (modified)
193 = Á	--> A (modified)
194 = Â	--> A (modified)
195 = Ã	--> A (modified)
196 = Ä	--> A (modified)
197 = Å	--> A (modified)
198 = Æ	--> AE (modified)
199 = Ç	--> C (modified)
200 = È	--> E (modified)
201 = É	--> E (modified)
202 = Ê	--> E (modified)
203 = Ë	--> E (modified)
204 = Ì	--> I (modified)
205 = Í	--> I (modified)
206 = Î	--> I (modified)
207 = Ï	--> I (modified)
208 = Ð	--> Illegal character detected (ASCII 208)
209 = Ñ	--> N (modified)
210 = Ò	--> O (modified)
211 = Ó	--> O (modified)
212 = Ô	--> O (modified)
213 = Õ	--> O (modified)
214 = Ö	--> O (modified)
215 = ×	--> Illegal character detected (ASCII 215)
216 = Ø	--> Illegal character detected (ASCII 216)
217 = Ù	--> U (modified)
218 = Ú	--> U (modified)
219 = Û	--> U (modified)
220 = Ü	--> U (modified)
221 = Ý	--> Y (modified)
222 = Þ	--> Illegal character detected (ASCII 222)
223 = ß	--> ss (modified)
224 = à	--> a (modified)
225 = á	--> a (modified)
226 = â	--> a (modified)
227 = ã	--> a (modified)
228 = ä	--> a (modified)
229 = å	--> a (modified)
230 = æ	--> ae (modified)
231 = ç	--> c (modified)
232 = è	--> e (modified)
233 = é	--> e (modified)
234 = ê	--> e (modified)
235 = ë	--> e (modified)
236 = ì	--> i (modified)
237 = í	--> i (modified)
238 = î	--> i (modified)
239 = ï	--> i (modified)
240 = ð	--> Illegal character detected (ASCII 240)
241 = ñ	--> n (modified)

Characters NOT Allowed in SAIS

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242 = ò      --> o (modified)
243 = ó      --> o (modified)
244 = ô      --> o (modified)
245 = õ      --> o (modified)
246 = ö      --> o (modified)
247 = ÷      --> Illegal character detected (ASCII 247)
248 = ø      --> Illegal character detected (ASCII 248)
249 = ù      --> u (modified)
250 = ú      --> u (modified)
251 = û      --> u (modified)
252 = ü      --> u (modified)
253 = ý      --> y (modified)
254 = þ      --> Illegal character detected (ASCII 254)
255 = ÿ      --> Illegal character detected (ASCII 255)
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RTC Holiday Hours:

Flagstaff RTC: closes Monday December 22, reopens January 5.

San Simon RTC: closes Monday December 22, reopens January 5.

Tempe RTC: closes December 25, reopens January 1. Ellen & Kimberly will be in the office on December 24th about 8:00 to 3:00. Ellen in on January 2.

Tucson RTC: closes Monday December 22, reopens January 5. Norm will provide help desk support on 12/22, 12/23, 12/29 and 12/30.

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SAIS Portal

The ADE MIS department is moving forward with plans to develop a new Web Portal. This will be a new web site that eventually will replace all of the SAIS web site. In the future, it will be further expanded to include a single point of entry to all financial related information. We have held two Focus Group meetings so far, including staff from LEA's, RTC's, and ADE School Finance and MIS departments . The Focus Groups are discussing the site navigation and contents with the goal improving navigation and information gathering.

We plan to have a beta version available in mid January, with a full release of the initial site in the first quarter of 2004. The initial release will contain a couple of new pages useful for tracking down SAIS data problems, as well as the basic framework for the site. The new pages are: a single page that will display a student status for ADM, SPED, and ELL; and a Transaction History page that will display all transactions (uploads, integrity, and aggregation runs) for a single student.

Contact Randy Morter (e-mail rmorter@ade.az.gov) if you would like to be involved in the SAIS Portal Focus Group.

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Removal of Integrity Status Report

As of January 2004 the "Integrity Status Report" will no longer be available on the Student Details Data Interchange - Download page. This report is the one listed under the "System Status" menu section. The "Student Integrity Status Report" will continue to be available and should be used instead of the "Integrity Status Report". The "Student Integrity Status Report" is available under the "Reports" menu section.

Please note that the "Integrity Status Report" will still be available for software that calls the report programmatically, however it will no longer be available as a menu item on the Download page. If you have concerns about the removal of this report, please send an email regarding your concerns to: rmorter@ade.az.gov.

Please send comments and suggestions: insidesais@ade.az.gov